

MOUSIN SHAIKH



PERSONAL DATA



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RIYADH, KSA



26th Sep 1997

EDUCATION

- Higher Studies in Hospitality Sales & Marketing from Marriott International
- Bachelor's degree in hotel management and catering Technology from Atharva university of hospitality
- Higher Studies from St. Paul School

SYSTEM SKILLS

- Smooth operating of OPERA, MICROS oracle, Infrasyms, Sympony and PMS
- Microsoft power point and excel

STRENGTHS

- Business Knowledge & Demonstration and Organizational Skills
- Leadership Abilities, Energetic & Guest Relationship Management
- Budget Analysis, Revenue generating operational skills

PROFILE DETAILS

Passport No. : N7115494
Language : English, Arabic, Hindi, Urdu
Marathi, Gujarati, Punjabi
Religion : Muslim
Marital status : Single
Country of residence: INDIA (Mumbai)

EXPERIENCE

- **MANDRAIN ORIENTAL HOTEL, (OWNED & MANAGE BY AL KHOZAMA COMPANY) SAUDI ARABIA (RIYADH) Acting Deputy Manager (1 AUGUST 2021-TILL DATE)**
 - Daily track record of financial revenue and generating of profit and loss statement
 - Managing workflow, training new hires, and creating and managing team schedules
 - Evaluating performance and providing feedback
 - Helping to resolve employee issues and disputes
- **RITZ CARLTON HOTEL, SAUDI ARABIA (JEDDAH) HEAD WAITER (3 FEB 2019- 10 JULY 2021)**
 - Ensuring daily briefing with employee and allocating my fellow ladies and gentlemen
 - Provide high quality service to customers
 - Checklist of all in house inventory
 - Carry out all tasks with attention to detail, cleanliness, and safety
- **SOUTH HIGH RESTAURANT, MUMBAI – FLOOR SUPERVISOR (6 APRIL 2018-1 FEB 2019)**
 - Greeting guest in a timely manner and giving a training to staff regarding menu and dealing with guest in appropriate way
 - Accruing a professional relation with guest and local vendors for future business
 - Processing of cash and credit transactions with following appropriate procedures
- **IMPERIAL REFLECTION EVENTS, (THAILAND) EVENT CORDINATOR (8 MAY 2017-3 APRIL 2018)**
 - Preparing event budgets and processing invoices, researching venues, and booking for destination events, managing, and organizing suppliers, caterers, manpower and entertainment
 - Brainstorming and implementing event concepts and themes
- **JW MARRIOTT HOTEL, INDIA (MUMBAI) TRAINEE STAFF (5 DEC 2016-5 MAY 2017)**
 - Handling live station, assisting all necessary requirement of guest in morning breakfast.
 - Setting up the buffet for the lunch and taking care of the live pizza counter and seafood counter
- **ST REGIS HOTELS & RESORTS, MUMBAI - SENIOR BARTENDER (FREELANCER) (3 MARCH 2015-1 DEC 2016)**
 - Mix and serve drinks following set standard recipes
 - Assist with inventory and inventory control
 - Adhere to all local and national liquor laws

ACHIEVEMENTS

- ❖ Received 2 First Class Card from The Ritz Carlton Jeddah.
- ❖ Received certificate for OCLD from Oberoi Hotels
- ❖ SEVERAL GUEST RECOGNATION ON SOCIAL PLATFORM Name in an International Medallion Platform from Marriott INTERNATIONAL
- ❖ Received food safety training certificate from Marriott international
- ❖ Completed Asia Pacific Events, Wedding Planner, and other formal courses from Marriott Global Source